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## 1.0 Purpose


To establish guidelines for State-owned hardware and software, computer network access and usage, Internet and email usage, telephony, and security and privacy for users of the State of Rhode Island Wide Area Network.

## 2.0 Objectives

- Ensure the protection of proprietary, personal, privileged, or otherwise sensitive data and resources that may be processed in any manner by the State, or any agent for the State.
- Provide uninterrupted network resources to users.
- Ensure proper usage of networked information, programs and facilities offered by the State of Rhode Island networks.
- Maintain security of and access to networked data and resources on an authorized basis.
- Secure email from unauthorized access.
- Protect the confidentiality and integrity of files and programs from unauthorized users.
- Inform users there is no expectation of privacy in their use of State-owned hardware, software, or computer network access and usage.
- Provide Internet and email access to the users of the State of Rhode Island networks.

## 3.0 Scope

This Acceptable Use Policy applies to all individuals who have been provided access rights to the State of Rhode Island networks, State provided email, and/or Internet via agency issued network or system User ID's. *The scope does not include State phone systems, fax machines, copiers, State issued cell phones or pagers unless those services are delivered over the State's IP network.*

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#### 4.0 History

This policy shall supersede all previous "State" Acceptable Use Policies and shall be effective for all state employees, contractors, subcontractors, casual and seasonal employees, and ALL USERS.

#### 5.0 References

RIGL §38-2-2(4)(i) Access to Public Records Act  
RIGL §11-52-3 Computer Crime

#### 6.0 Definitions


##### 6.1 Data

Any representation of information, knowledge, facts, concepts, or instructions which are being prepared or have been prepared and are intended to be entered, processed, or stored, are being entered, processed, or stored or have been entered, processed, or stored in a computer, computer system, or computer network.

#### 7.0 Use and Prohibitions

##### A. Network Resources

State employees, vendors/business partners/sub-recipients, local governments, and other governmental agencies may be authorized to access state network resources to perform business functions with or on behalf of the State. Users must be acting within the scope of their employment or contractual relationship with the State and must agree to abide by the terms of this agreement as evidenced by his/her signature. It is recognized that there may be incidental personal use of State Network Resources. This practice is not encouraged and employees should be aware that ***all usage may be monitored and that there is no right to privacy***. Various transactions resulting from network usage are the property of the state and are thus subject to open records laws.

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### Prohibitions


- Sending or sharing with unauthorized persons any information that is confidential by law, rule or regulation.
- Installing software that has not been authorized by the Division of Information Technology.
- Attaching processing devices that have not been authorized by the Division of Information Technology. (Examples: Any USB device including but not limited to – Thumb drives and hard drives)
- Using network resources to play or download games, music or videos that are not in support of business functions.
- Leaving workstation unattended without engaging password protection for the keyboard or workstation.
- Utilizing unauthorized peer-to-peer networking or peer-to-peer file sharing.
- Using network resources in support of unlawful activities as defined by federal, state, and local law.
- Utilizing network resources for activities that violate conduct policies established by the Department of Personnel or the Agency where the user is employed or under contract.
- Individuals may not access, copy, add, alter, damage, delete or destroy any data or computer software unless specifically authorized.

### B. Email

Email and calendar functions are provided to expedite and improve communications among network users.

### Prohibitions

- Sending unsolicited junk email or chain letters (e.g. “spam”) to any users of the network.
- Knowingly sending any material that contains viruses, Trojan horses, worms, time bombs, cancel bots, or any other harmful or deleterious programs.
- Sending copyrighted materials via email that is either not within the fair use guidelines or without prior permission from the author or publisher.

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- Sending or receiving communications that violate ethics and conduct policies established by the Department of Personnel or the Agency where the user is employed or under contract.
- Sending email that may reasonably be judged offensive, discriminatory, defamatory, disparaging, harassing or threatening to an employee, person or entity.
- Sending confidential material to an unauthorized recipient, or sending confidential e-mail without the proper security standards (including encryption if necessary) being met.

Email messages are considered public records pursuant to the Access to Public Records Act, RIGL §38-2-2(4)(i); however, they are subject to the same exemptions as other public records. For example, an email correspondence in the form of a preliminary draft of a document is exempt from disclosure under the Access to Public Records Act.


State records are open to public inspection unless they are protected by State or Federal law, rule, or regulation. Because a court could interpret state records to include draft letters, working drafts of reports, and what are intended to be casual comments, be aware that anything sent as electronic mail could be made available to the public.

### **C. Internet Access**

Internet access is provided to network users to assist them in performing the duties and responsibilities associated with their positions. De minimis personal use such as reading of news on an incidental basis during lunch is permitted when it does not interfere with normal business activities and does not violate policy this policy. While such incidental use may occur certain uses are strictly prohibited.

#### **Prohibitions**

- Using the Internet to access non-State authorized web email services.
- Using Instant Messaging or Internet Relay Chat (IRC).
- Using the Internet for broadcast audio for non-business use.
- Utilizing unauthorized peer-to-peer networking or peer-to-peer file sharing.

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- Accessing sexually explicit sites, political or religious purposes, or illegal or malicious uses.
- Using the Internet when it violates any federal, state or local law.

## 8.0 Statement of Consequences

Noncompliance with this policy may constitute a legal risk to the State of Rhode Island, an organizational risk to the State of Rhode Island in terms of potential harm to employees or citizen security, or a security risk to the State of Rhode Island's Network Operations and the user community, and/or a potential personal liability. The presence of unauthorized data in the State network could lead to liability on the part of the State as well as the individuals responsible for obtaining it.

## 9.0 Statement of Enforcement


Noncompliance with this policy may result in the following immediate actions.

1. Written notification will be sent to the Agency Head and to designated points of contact in the User Agency's Human Resources and Information Technology Resource Offices to identify the user and the nature of the noncompliance as "cause". In the case of a vendor, sub-recipient, or contractor, the contract administrator will be notified.
2. User access may be terminated immediately by the Systems Administrator, and the user may be subject to subsequent review and action as determined by the agency, department, board, or commission leadership, or contract administrator.

## 10.0 Miscellaneous

### 10.1 Compliance with applicable laws, licenses and policies.

In their use of Computer Resources, employees must comply with all software licenses; copyrights; all other state, federal, and international laws governing intellectual property and online activities; and all other policies and guidelines of the State and the Department.

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## 10.2 Energy Conservation

Energy conservation is an integral component of facility management in the State. In an effort to conserve energy, employees are directed to turn off their computer monitors when they plan to be away from their workstations for long periods of time (i.e. out in the field, meetings, etc.). Further, as a matter of energy conservation and security, all computer equipment must be turned off at the end of an individual's workday or shift. Newer computer models have energy conservation features that may be able to assist users in conserving energy. The DoIT Service Desk is available to assist users who desire to enable such features and may be reached at 222-5709 for assistance.

## 10.3 Resignation or Termination


Upon resignation or retirement from the State Service, employees must make arrangements with his/her supervisor to preserve the electronic files generated during their tenure with the Department. In cases of termination, the Department reserves the right to immediately preserve the electronic files generated by employees during their tenure.

## 10.4 Union Business


*Certain employees who are authorized to carry out Union business may utilize the computer systems to do so when necessary.*

## 10.5 Amendments and revision

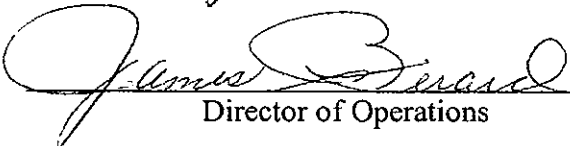
This Policy may be amended or revised from time to time as the need arises. Employees will be provided with copies of all amendments and revisions by hard copy and email.

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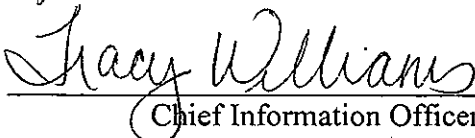
#### 11.0 Approvals

  
 Assistant Director of Planning, Policy & Technology

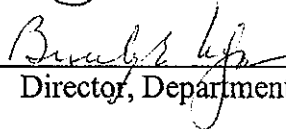
1/9/07  
 Date

  
 Director of Operations


1/9/07  
 Date

  
 Chief Information Officer

1/22/07  
 Date

  
 Director, Department of Administration

2/2/07  
 Date

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STATE OF RHODE ISLAND  
**Acceptable Use Policy**  
**Network Access Rights and Obligations**  
**User Agreement Acknowledgement**

As a user of State of Rhode Island data and resources, I agree to abide by the Acceptable Use Network Access Rights and Obligations Policy and the following promises and guidelines as they relate to the policy established:

1. I will protect State confidential data, facilities and systems against unauthorized disclosure and/or use.
2. I will maintain all computer access codes in the strictest of confidence; immediately change them if I suspect their secrecy has been compromised, and will report activity that is contrary to the provisions of this agreement to my supervisor or a State-authorized Security Administrator.
3. I will be accountable for all transactions performed using my computer access codes.
4. I will not disclose any confidential information other than to persons authorized to access such information as identified by my section supervisor.
5. I agree to report to the Division of Information Technology (DoIT) any suspicious network activity or security breach.

**Privacy Expectations**

The State of Rhode Island actively monitors network services and resources, including, but not limited to, real time monitoring. Users should have no expectation of privacy. These communications are considered to be State property and may be examined by management for any reason including, but not limited to, security and/or employee conduct.

I acknowledge that I must adhere to this policy as a condition for receiving access to State of Rhode Island data and resources.

I understand the willful violation or disregard of any of these guidelines, statute or policies may result in my loss of access and disciplinary action, up to and including termination of my employment, termination of my business relationship with the State of Rhode Island, and any other appropriate legal action, including possible prosecution.

I have read and agree to comply with the policy set forth herein.

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Last 4 digits of Social Security Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date